



## Richmond Hill Fire Department Self Inspection Checklist

The purpose of this form is to aid the business owner/operator in a self-evaluation of commercial property. A representative of the Richmond Hill Fire Marshal's office will follow up with an annual inspection based largely on the criteria listed below.

### Exits/Mean of Egress

- \_\_\_\_\_ Exit doors unlocked & unblocked.
- \_\_\_\_\_ Exit access unobstructed.
- \_\_\_\_\_ Exterior of exit doors clear of obstructions.
- \_\_\_\_\_ Exit doors & hardware fully functional.
- \_\_\_\_\_ Exit stairways unobstructed & free of storage.
- \_\_\_\_\_ Exit Lights fully operable.
- \_\_\_\_\_ Exit doors easily identifiable.
- \_\_\_\_\_ Emergency lighting fully operable.

### Fire Protection Systems

- \_\_\_\_\_ Fire alarm, sprinkler, and suppression systems inspected/tested annually (with documentation).
- \_\_\_\_\_ Sprinkler fire pump tested annually.
- \_\_\_\_\_ Wet standpipe system flow tested annually.
- \_\_\_\_\_ Dry standpipe system hydro-tested every 5 years.
- \_\_\_\_\_ FDC unobstructed and accessible.
- \_\_\_\_\_ FDC caps in place, couplings spin freely.
- \_\_\_\_\_ Sprinkler heads unobstructed, no storage within 18 inches.
- \_\_\_\_\_ Sprinkler heads free of paint, corrosion, debris.
- \_\_\_\_\_ Sprinkler valve room accessible, free of storage.
- \_\_\_\_\_ Fire alarm devices (pull stations, control panels, etc.) easily accessible.
- \_\_\_\_\_ Fire alarm horns/strobes operational and unobstructed.
- \_\_\_\_\_ Kitchen hood system inspected and tagged as required.
- \_\_\_\_\_ Kitchen hood remote pull station accessible and fully operable.
- \_\_\_\_\_ Class K fire extinguisher located within 30 feet of kitchen frying equipment.
- \_\_\_\_\_ Fire extinguishers inspected and tagged as required.
- \_\_\_\_\_ Fire extinguishers accessible and properly mounted.

### Fire Doors/Protection Assemblies

- \_\_\_\_\_ Fire doors operable, self-closing, and latching.
- \_\_\_\_\_ Fire doors not wedged or propped open.
- \_\_\_\_\_ Fire rated walls, floors, or ceilings not breached, or openings are filled with fire rated caulk.
- \_\_\_\_\_ No obstructions interfering with operation of fire doors.

### Hazardous Materials

- \_\_\_\_\_ No open containers of flammable/combustible liquids.
- \_\_\_\_\_ Flammable/combustible liquids stored in approved cabinets.
- \_\_\_\_\_ Compressed gas cylinders secured upright.
- \_\_\_\_\_ Fuel dispensing hoses not worn or cracked.
- \_\_\_\_\_ Cleaning supplies/chemicals stored in approved & labeled containers.

### Electrical

- \_\_\_\_\_ Outlets, switches, junction boxes have cover plates installed.
- \_\_\_\_\_ Circuit breakers/fuses labeled properly.
- \_\_\_\_\_ Openings in circuit breakers protected with fill plates installed.
- \_\_\_\_\_ Electric panel/breaker box accessible.

### Housekeeping

- \_\_\_\_\_ No accumulation of combustible waste.
- \_\_\_\_\_ Electrical, mechanical, boiler rooms accessible and free of all storage.
- \_\_\_\_\_ Electrical equipment and motors free of debris and build-up (dust, lint, etc.).
- \_\_\_\_\_ HVAC air filters clean and replaced regularly.

### Miscellaneous

- \_\_\_\_\_ Street address posted and visible from roadway.
- \_\_\_\_\_ Fire hydrants on property unobstructed within 3 feet.
- \_\_\_\_\_ Fire lane clearly marked and unobstructed.
- \_\_\_\_\_ Fire department access road unobstructed as required.